

### **Notes for filling out SF424, 424A & 424B forms for the NIST SURF Program**

On the Federal Assistance SF-424 form:

1. Type of Submission: check “**Application**”
2. Type of Application: check “**New**”
3. leave blank
4. We don’t use this field; however, feel free to put in your own “Applicant Identifier” that you would like to use for your records.
5. leave blank
6. leave blank
7. leave blank
8. Enter in the requested information about your university or college.
9. Typical Applicant Types are: (identify up to three types)
  - H. Public/State Controlled Institution of Higher Education
  - O. Private Institution of Higher Education
  - S. Hispanic-serving Institution
  - T. Historically Black Colleges and Universities (HBCUs)
  - U. Tribally Controlled Colleges and Universities (TCCUs)
  - V. Alaska Native and Native Hawaiian Serving Institutions
10. Name of Federal Agency: **National Institute of Standards and Technology**
11. Catalog of Federal Domestic Assistance Number: **11.609** CFDA Title: **NIST SURF Program**
12. **2013-NIST-SURF-G-01, Summer Undergraduate Research Fellowship (SURF) NIST Gaithersburg Programs**
13. 2013-NIST-SURF-G-01
14. Areas Affected by Project: **list your school’s city, county, and state**
15. Descriptive Title of Applicant Project: “**NIST Summer Undergraduate Research Fellowship Program**”
16. Congressional Districts: Here is a good web resource to find your Congressional district - <http://www.house.gov/writerep/>
17. Proposed Project Start Date: **5/1/2013** (this gives students time to get money for travel if necessary)  
End Date: **9/30/2013** (this gives the university time to close out grant)
18. Estimated Funding – number for a. Federal, b. Applicant, and g. TOTAL should match the numbers on SF-424A. Federal = SF-424A 6.k (1), Applicant = SF-424A 6.k (2), and TOTAL = SF-424A 6.k (5)
19. Is Application Subject to Review By State Under Executive Order 12372 Process? – check “**c. Program is not covered by E.O. 12372**”
20. Provide an answer
21. Fill out the information for the Authorized Representative for your college or university.

On the Federal Assistance SF-424A form – “Budget Information – Non-Construction Programs”  
– most of this form will be blank.

- 1.a (Row 1 Column (a)) – “**NIST SURF Program**”
- 1.b – **11.609**
- 6. Object Class Categories – Note: We don’t allow fringe benefits or indirect charges – unless you want to include this under your portion of the university cost share.
- 6.c Travel
  - Column (1) – enter the amount of money that you request from NIST to get the student(s) to and from their home or school to a max of \$600 per student (based on actual need)
  - Column (2) – enter the amount of money (if any) that your university plans to contribute for travel expenses to get the student(s) to and from their home or school.
  - Column (5) – add up column (1) + column (2)
- 6.g Construction – (We are using this field to indicate the stipend amount.)
  - Column (1) – enter the amount of money that you request from NIST for the student(s) fellowship. For each student that attends the full 11-week program, allocated \$5500. If the student won’t be able to attend the full 11-weeks due to school schedule, the fellowship will be calculated at \$500 per attending week.
  - Column (2) – enter the amount of money (if any) that your university plans to contribute towards the fellowship amount
  - Column (5) – add up column (1) + column (2)
- 6.h Other – (We are using this field to indicate the housing amount.)
  - Column (1) – enter the amount of money that you request from NIST for the housing. If the student plans to attend the full 11-week program and will need housing, enter an estimate of \$2836
  - Column (2) – enter the amount of money (if any) that your university plans to contribute for stipend and housing
  - Column (5) – add up column (1) + column (2)
- 6.i Total - add down the columns and then across the rows.
- 6.j Indirect Charges
  - Column (1) – enter \$0
  - Column (2) – enter the amount of money (if any) that your university would like to count toward indirect charges.
  - Column (5) – add up column (1) + column (2)
- 6.k TOTALS

On the Federal Assistance SF-424B form – “ASSURANCES - NON-CONSTRUCTION PROGRAMS”  
– the only thing that needs to be completed is the bottom of the second page – Authorized Official must sign it, put his/her title, put the school’s official name under Applicant Organization, and date it.